

VACANCY NOTICE

Correction to Location

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev.

8/08)

<p style="text-align: center;">DESCRIPTION OF POSITION</p>	<p>TITLE OF POSITION: <u>Sr. Word Processing Typist (3 positions)</u> CLASSIFICATION CODE: <u>02423300</u> SALARY RANGE: <u>312A \$30479-32938</u> REFERENCE POSITION NO: <u>138014000-113; 116 & 533</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>9-17-2010 to 9-23-2010</u> Division/Section/Unit: <u>Rehab Services/Probation & Parole</u> Assignment(s)/Comments: MUST SUBMIT VALID TYPING CERTIFICATE (40 WPM/5MIN) (NOT VALID AFTER 18 MONTHS) AT TIME OF APPLICATION. Shift and Days: <u>Mon-Fri 8:30 am to 4:00 pm</u> Job Location: <u>Cranston (1) Pawtucket (1)</u> Restrictions/Limitations: <u>None</u> <u>Providence County (1)</u> Position Covered By Collective Bargaining Agreement: YES <u>X</u> NO Name of Bargaining Unit: <u>RIPPA</u> There is <u>is not X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions INAPPROPRIATE BIDS WILL NOT BE ACKNOWLEDGED PREVIOUS APPLICANTS NEED NOT REAPPLY</p>
<p style="text-align: center;">GENERAL INFORMATION TO CANDIDATE</p>	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. MOST IMPORTANT - please include the following information: ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** *** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service list</u> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A." for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div>
<p style="text-align: center;">STATEMENT OF DUTIES</p>	<p>DUTIES / RESPONSIBILITIES: To work in Probation & Parole performing word processing and data base work requiring the exercise of some independent judgment and involving a degree of final responsibility. To type letters, perform data entry, retrieve computer data, and produce technical reports. To perform telephone and in-person reception and do related work as required.</p>
<p style="text-align: center;">MINIMUM EDUCATION & EXPERIENCE</p>	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Graduation from a senior high school and; Experience: employment in performing automatic typing and office tasks of a complex nature. <u>Or,</u> any combination of the above education & experience</p>
<p style="text-align: center;">WHERE TO APPLY</p>	<p><i>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.</i> SEND RESUME OR CS-14 APPLICATION TO: Ann Marie Hamilton Office of Human Resources 39 Howard Avenue Cranston, RI 02920 Phone: <u>401-462-5118</u> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>